

9-23-1994

## 09/23/1994 - Introductory Computer Workshops Slated.pdf

University Marketing and Communications

Follow this and additional works at: [http://thekeep.eiu.edu/press\\_releases\\_1994](http://thekeep.eiu.edu/press_releases_1994)

---

### Recommended Citation

University Marketing and Communications, "09/23/1994 - Introductory Computer Workshops Slated.pdf" (1994). 1994. 479.  
[http://thekeep.eiu.edu/press\\_releases\\_1994/479](http://thekeep.eiu.edu/press_releases_1994/479)

This Article is brought to you for free and open access by the Press Releases at The Keep. It has been accepted for inclusion in 1994 by an authorized administrator of The Keep. For more information, please contact [tabruns@eiu.edu](mailto:tabruns@eiu.edu).

94-255

Sept. 23, 1994

FOR IMMEDIATE RELEASE:

INTRODUCTORY COMPUTER WORKSHOPS SLATED

CHARLESTON -- Eastern Illinois University's Business Development Center will offer three evening introductory computer workshops during September and October.

An "Introduction to Computers" workshop, Sept. 26 and 28, is designed for the computer novice and provides a comprehensive introduction to hardware and software concepts.

Topics include terminology, keyboard usage, basic components of a computer system, care and handling of diskettes, beginning disk operating system commands, overview of software applications (word processing, spreadsheets, database) and what to look for when buying a computer.

"Introduction to WordPerfect," Oct. 3 and 5, will teach participants how to create, format, print, save and retrieve documents. Text entry and editing will be simplified using block commands, which allow users to rearrange and enhance documents.

-more-

**FILE COPY**

ADD 1/1/1/1

## COMPUTER WORKSHOPS

Other features taught include bolding, centering and underlining text, search and replace functions, the power of reveal codes, using spell-checker and thesaurus and incorporating font styles.

The "Introduction to Lotus 1-2-3" workshop, Oct. 10 and 12, will introduce Lotus 1-2-3 users to functions for accounting activities, budgeting, expense tracking, what-if analysis and other applications.

Participants will learn how to create worksheets and enter labels, values and formulas; save, print and retrieve spreadsheets; and discover the many built-in functions Lotus 1-2-3 has to offer.

All workshops will meet from 6:30 to 9:30 p.m. in Lumpkin Hall. Cost for each workshop is \$95.

For more information or to register, call 581-2913. A 10 percent discount will be offered for two or more registrations received concurrently from members of the same organization.